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SUBJECT: MICRO-PURCHASE AUTHORITY

1. ACQUISITION LETTER 94-9 PROVIDED GUIDANCE AND DIRECTION ON THE MICRO-PURCHASE PROVISIONS OF THE FEDERAL ACQUISITION STREAMLINING ACT (FASA) OF 1994 (P.L. 103-355). IN STRESSING THE PROVISIONS WHICH NO LONGER APPLY TO MICRO-PURCHASES UNDER THE FASA, I AM CONCERNED THAT WE MAY HAVE CAUSED SOME CONFUSION OVER THE APPLICABILITY OF THE PROCEDURES FOR PROCUREMENT FROM MANDATORY SOURCES OF SUPPLIES AND SERVICES.
2. PERSONNEL AUTHORIZED TO AWARD MICRO-PURCHASES SHALL COMPLY WITH THE REQUIREMENTS SET FORTH UNDER FAR PART 8. MANDATORY PROCUREMENT LISTS OF SUPPLIES AND SERVICES FROM THE FEDERAL PRISON INDUSTRIES AND THE BLIND AND OTHER SEVERELY HANDICAPPED APPLY TO MICRO-PURCHASES. I ASK YOU TO ASSURE CREDIT CARD HOLDERS, PURCHASING AGENTS, AND CONTRACTING PERSONNEL ARE AWARE THAT THESE REQUIREMENTS HAVE NOT BEEN WAIVED FOR MICRO-PURCHASES.
3. IN ADDITION, INDIVIDUALS MAKING MICRO-PURCHASES ARE STILL CONSIDERED PROCUREMENT OFFICIALS UNDER SECTION 7 OF THE OFFICE OF

BRUCE E. GULLIVAN, PROC ANALYST

SFRD-KP/OSN)289-2086

Bruce King
J. BRUCE KING, DIRECTOR, LSACSA

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FEDERAL PROCUREMENT POLICY ACT (FAR 3.104) UNLESS THE HEAD OF THE CONTRACTING ACTIVITY DETERMINES THAT PURCHASES BY THE INDIVIDUAL WILL NOT EXCEED \$20,000 IN A TWELVE MONTH PERIOD. IF SO DETERMINED, CREDIT CARD HOLDERS MUST HAVE THEIR ANNUAL CREDIT CARD PURCHASE AUTHORIZATION LIMITED TO \$20,000 OR BELOW.

4. PLEASE ASSURE LOCAL PROCEDURES IMPLEMENTING THE I.M.P.A.C. CREDIT CARD, AS WELL AS TRAINING PROVIDED TO CREDIT CARD USERS, CONTINUE TO ADDRESS MANDATORY SOURCES OF SUPPLIES AND SERVICES AND PROCUREMENT INTEGRITY. POINT OF CONTACT IS MR. BRUCE E. SULLIVAN, SFRD-KP, (703) 756-2086, (DSN) 289-2086.

EBK

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